SIS 2000+ Training Manual

Behavior

Purpose

The behavior program tracks conduct of students by recording behavioral "incidents". Incident records are linked to referrals. Penalties may be recorded for each incident (optional) Various reports can be generated from Behavior data, such as: Action Pending, Discipline Letters, Referral Form, Referral Report and Student Summary.

Training Objectives

Search for a student or student group.
View Behavior data.
Add an Incident.
Add Referral information.
Add a Penalty.
Edit and delete information.

Accessing Behavior

From the SchoolNet Main Menu click on the **Behavior** module. From the Behavior Menu, click on the **Behavior** button.
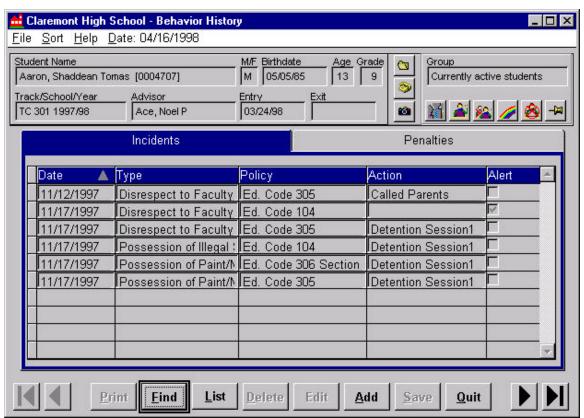
Overview of Behavior

All Incidents and Penalties may be viewed on the main Behavior Information screen.

Incidents and Penalties may be recorded and sorted for individual students. Further details for Incidents and Penalties are available by clicking the edit button. The district, during the set up and configuration of SchoolNet, will have defined incident data.

Tasks

Open Behavior

Behavior History Screen

Find a Student

The opening screen of the program will default to the first "currently active" student record in the database of the school site that is logged on, alphabetically by last name. (If you are logged on to the District Office student records for all school sites will be available.)

Search Methods

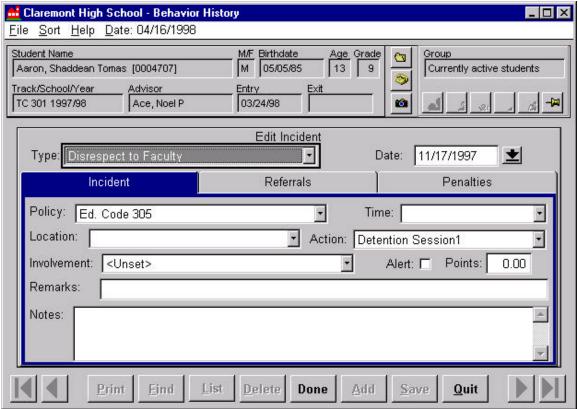There are three methods of searching a target group of students.

?? Scroll Search - using scroll buttons.
?? The Find Command - Allows you to search for a specific student identifier number or last name.
?? The List Command button - Displays the entire listing of students in the selected Group.

View Behavior Data

Incidents and Penalties may be viewed from the main Behavior Information screen.

Click on the Incidents or Penalties tab to view information.

More details of each incident can be viewed in the edit mode. Select an incident by clicking to the left of the specific incident with the mouse. Click on the Edit Button.

Edit Incident Screen

Add an Incident
Click on the Add button at the bottom of the main Behavior information screen.
Fill in Incident data. The district, during the set up and configuration of SchoolNet, will have defined choices in the data field drop down boxes.

Add Referrals
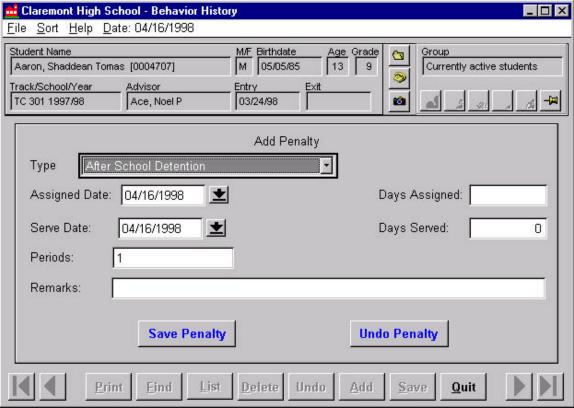Referrals may be added by clicking the sub tab on the Add Incident Screen and filling in referral information.

Add Penalties
Penalties may be added by clicking the sub tab on the Add Incident Screen and filling in penalty information.

Save data

Add a Penalty after data has been saved.

In the main behavior screen select the Incidents tab. Select a specific incident for which a
penalty is to be assigned. Click on the Edit button. Select the Penalties sub-tab. Click on the Add
Penalty button. Enter Penalty data. Save and Exit.

Add Penalty

Editing Data

Go to the information screen to be edited. Use the Tab key to move from field to field. Enter or
modify data. Save data. Exit program.

Deleting Data

Deleting a behavioral incident from a student's record also deletes related Referral information
and all Penalties associated with that incident.   The Delete process is IRREVERSIBLE.

Find a student. Select the incident to be deleted. Click on Delete. Confirm deletion.

Penalties may be deleted individually without deleting the original incident. Penalties can only be
deleted by going into the edit mode of the incident they were derived from.